



**DEPARTMENT OF THE NAVY**  
**NAVAL TRAINING CENTER**  
**2601A PAUL JONES ST**  
**GREAT LAKES, ILLINOIS 60088-5000**

NTCGLAKESINST 5580.1B  
N31  
05 OCT 99

NTC GREAT LAKES (COMPLEX<sup>2</sup>) INSTRUCTION 5580.1B

Subj: SECURITY FORCE AND TEMPORARY ADDITIONAL DUTY SUPPORT  
REQUIREMENTS

Ref: (a) NTCGLAKESINST 5500.11D

1. Purpose. To effect the consolidation of command security forces into a singular Security Force, Great Lakes Police Department (GLPD) and to establish Temporary Additional Duty (TAD) requirements for tenant and component activities in support of security functions at Naval Training Center (NTC), Great Lakes.

2. Cancellation. NTCGLAKESINST 5580.1A. This instruction has been substantially revised and should be reviewed in its entirety.

3. Scope. To clearly define the role and function of GLPD and to promulgate TAD requirements and priorities for tenant and component commands.

4. Great Lakes Police Department. GLPD is the primary law enforcement agency on board the NTC Complex, and shall operate within the scope of this instruction and in accordance with reference (a). For the purposes of this instruction, NTC Complex is construed to include all territory occupied by the tenant and component activities of NTC and all tenant activities, including all Naval Housing Areas. The Director of Public Safety is responsible for operation of the GLPD. Great Lakes Police Department responsibilities shall include the following:

a. Investigating cases of actual or suspected criminal activity occurring on board the NTC Complex, which are not assumed by the Naval Criminal Investigative Service and are otherwise not strictly military in nature. These shall include, but are not limited to the following:

(1) Thefts of all government property and personal property valued over 35 dollars. Commands have the option of investigating larcenies of personal property valued up to 35 dollars which occur within their spaces and/or BEQs under their control.

(2) Any crime of violence, such as assault, battery, robbery, possession of weapons, breach of peace, riot, disobeying or assaulting a police officer, resisting arrest or breaking custody.

(3) Alcohol related offenses which include; DUI, drunk and disorderly, contributing to the delinquency of minors and false pass offenses at base clubs.

(4) Possession, use or distribution of controlled substances or drug paraphernalia, other than as detected by command urinalysis screening.

(5) Fraternization/Sexual harassment.

b. Transporting service members turned over at base access points to parent commands.

c. Maintaining base traffic control, including issuance of traffic tickets.

d. Providing VIP escorts and special event security as needed.

e. Maintaining physical security of the NTC Complex, including sentry duties.

f. Issuing all base vehicle passes.

g. Maintaining all physical and documentary evidence associated with SF investigations required for disciplinary proceedings.

5. Responsibilities Retained by Tenant and Component Commands. Tenant and component commands shall retain the responsibility to maintain good order and discipline within their own units. Specifically this shall include the following:

a. Commands shall retain responsibility for the investigation of minor offenses of a purely military nature which do not fall within the parameters discussed above. GLPD is not designed or intended to process report chits, nor does it alter the authority/responsibility of the chain-of-command with respect to the investigation and initiation of disciplinary matters, as established under the UCMJ and Manual for Courts-Martial (1995). Offenses normally investigated at the command level and retained responsibilities include:

(1) Unauthorized absences which do not involve other violations of the UCMJ.

(2) Disrespect to superiors or disobedience of lawful orders which would normally be investigated through the chain-of-command.

(3) Alcohol in the barracks.

- (4) Fraudulent enlistments.
- (5) Failure to pay just debts.
- (6) Malingering.

b. "Bag-outs" of the belongings of absentees, confinees and deceased personnel.

c. Health and Welfare Inspections.

6. TAD Support Requirements. In order to fairly distribute support requirements among all tenant and component commands, with minimum disruption to operational responsibilities, TAD requirements are computed based upon the enlisted personnel strength of each command. Commands with fewer than 35 assigned personnel are exempt. Actual requirements may vary but will not exceed the following limits:

a. Sentry Force. Tenant and component commands will assign personnel TAD to NTC Department of Public Safety according to the command priority and number of TAD personnel listed as follows:

(1) Service School Command shall provide sentries for Gate 4 Sunday-Thursday 1800-2200 and Friday and Saturday 1800-0200.

(2) Transient Personnel Unit shall provide sentries for Gate 5 Monday-Friday 0600-1600.

b. Other commands shall provide personnel as follows:

(1) NTC	3	(4) PSA	1
(2) HOSCORPSCH	2	(5) NAVHOSP	5
(3) NAVDENCLIN	1		

7. Limitations. Except when otherwise authorized in advance, the following limitations apply to assignment of TAD personnel:

a. TAD assignments will be in three month increments.

b. TAD assignments are subject to approval by the Director of Public Safety.

c. Personnel assigned TAD shall have clear records for the past 12 months (no NJPs, courts martial, etc.) and will have no physical problems that limit their duties.

d. Leave will not be authorized unless command providing the individual sends a replacement for that time period.

e. TAD personnel absent (illness, unauthorized absence, limited duty status), in excess of five days require immediate replacement.

f. TAD personnel will be assigned to NTC Department of Public Safety. TAD personnel will work directly for the supervisor/Watch Commander in that area. Parent commands/departments do not have authority to manage, control or modify duty assignments while TAD.

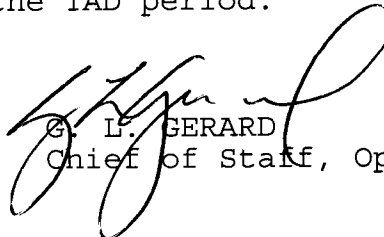
g. Evaluations for personnel TAD in the form of Performance Input Memorandums (PIMs) shall be submitted by the receiving command unless the commanding officer of the parent command objects.

8. Action

a. Director of Public Safety shall notify the Manpower Office of any forecast changes in sentry requirements on the first day of each quarter for the subsequent quarter (i.e., on 1 April for the fourth quarter).

b. Manpower Office shall draft a notice, at least quarterly, delineating sentry requirements from each tenant and component command based upon the criteria noted in paragraph 5 above. Prior coordination with activities concerned shall be made to minimize impact.

c. Tenant and Component Commands shall select and assign TAD personnel. Assignments will be in writing and should specify the TAD period. Personnel selected shall be directed to report to the NTC Manpower Office not later than 1400 the last NTC working day prior to commencement of the TAD period.

  
G. L. GERARD  
Chief of Staff, Operations

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